

27 March 1968

TO: [REDACTED]

25X1A9a

1. Should a manual be distributed, one-half of which has no value to the Agency in its coverage of correspondence format?
2. Does this edition of the manual supersede, or is it a revision of, the item listed on page 24 of the Administrative Supply Catalog? We notice that the identical stock number is assigned to the new manual.
3. The portions that Clerical Training could use of the second half of the new manual are relatively small, especially because the Government Printing Office Style Manual, which is our present guide in punctuation, has much more comprehensive coverage of style practices. Also, there is no coverage of grammar included in the new manual.
4. Workbooks in grammar and punctuation are given to all new clerical employees for practice in our one-week English usage courses and for reference purposes in their offices of assignment.

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